**Agenda and Minutes of Third Meeting:**

**Date**-- 12/1/2009

**Time**-- 2:45-3:45

**Attendance**-- Kelly was unable to attend this meeting because she was home sick. Everyone else was in attendance.

1.  Project Update -

* I took a few minutes to update them on the project. I explained everything I had done on the website and what still needed to be completed.
* I explained how I planned to finish the remaining parts and asked if they had any questions or concerns.
* We looked at the wiki space and everyone gave their opinion of its current state. Then I took suggestions on ways to make it look better.
* I explained how nervous I was about finishing by the deadline. We talked about ways to make sure everything was done.

2.  Maintenance of Equipment -

* I told the group we needed to make sure we were certain about the maintenance of the equipment.
* Everyone took a look at the district policy and together we came up with the following statement. **In order to maintain the wiki spaces two different things will need to occur. The individual teacher will be responsible to maintain their wiki space and update the site at all times. It will be their job to keep the information current and effective. The second issue will be the maintenance of the computers. In this case, the school completes system and software upgrades at their expense each summer. As for the computers themselves, the district recycles them at their own pace and there is no set time. The good news is they cover all costs for faulty equipment given to teachers.**

 4.  Final Pieces –

* I asked the group if there was anything else they thought we needed to cover.
* We once again looked at each section of the project. We all agreed either I had completed the sections properly or we had covered it well as a group that day and I would fix the remaining mistakes.
* I told them certain aspects of the project were not covered in meetings and that I had made individual decisions. We looked at each section and I showed them the items I had made my own decisions on. They all agreed with them and offered very few ideas for change.

5.  Closing:

* As always I thanked them for the time and effort they put in to help me complete this project.
* I offered to take everyone out to dinner as a gesture of my appreciation.
* Everyone asked if they would be able to see the final product and of course I said yes.
* We talked for a minute about life and then called it a day.